

**THE MINUTES OF THE REGULAR MEETING OF THE HOLTVILLE  
CITY COUNCIL  
August 13, 2012**

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The regular meeting of the Holtville City Council was held on Monday, August 13, 2012 at 5:30 p.m. in the Civic Center. Council Members present were Jerry Brittsan, Mike Goodsell, Colleen Ludwig, Richard Layton and David Bradshaw. Staff members present were Alex Meyerhoff, Nick Wells, Manuel DeLeon and Glyn Snyder. City Treasurer Pete Mellinger, City Engineer Jack Holt, City Planner Justina Arce and City Attorney Steve Walker were also present.

**CITY COUNCIL CLOSED SESSION MEETING CALLED TO ORDER:**

Mr. Brittsan called the meeting to order at 5:30 p.m.

**CITY COUNCIL OPEN SESSION MEETING CALLED TO ORDER:**

Mr. Brittsan called the meeting to order at 6:10 p.m.

**INVOCATION:**

The invocation was led by Pastor Norman Chandler of Turning Point Ministries.

Mr. Brittsan requested a moment of silence for Elias Hurtado, a former employee of the City.

**PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance was led by Mr. Meyerhoff.

**CITY CLERK RE: VERIFICATION OF POSTING OF AGENDA:**

The City Clerk verified that the agenda was duly posted on August 10, 2012.

**EXECUTIVE SESSION ANNOUNCEMENTS:**

**CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:**

*(Government Code Section 54956.9(b))*

Willowbend LLC vs. City Of Holtville

No reportable action taken.

**CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:**

*(Government Code Section 54956.9(c))*

2 Matters Regarding Initiation of Litigation

No reportable action taken.

**PUBLIC EMPLOYMENT**

*(Government Code Section 54957.6)*

No reportable action taken.

**CONFERENCE WITH REAL PROPERTY NEGOTIATORS:**

*(Government Code Section 54956.9)*

Property: 585 Fern Avenue

Agency Negotiators: City Manager and City Attorney

Under Negotiation: Price and Terms of Payment

No reportable action taken. Direction was given to staff.

## **PUBLIC COMMENTS:**

Denise Garcia, Personnel Technician reported the City Pool will remain open during the month of September. Aqua Zumba classes will be offered in the mornings and evenings. There will be a free demonstration on Thursday, August 23<sup>rd</sup> at 7:30 p.m. There will possibly be other types of classes offered as well. She also reported Valley Solutions donated \$350 this season for swim safety.

Luke Phillips, representative of the Holtville Chamber of Commerce reported the Annual Welcome Teacher's Luncheon will be held on August 27<sup>th</sup> at the Swiss Club. There will also be a fall mixer at the Barbara Worth Country Club on September 27<sup>th</sup>. Mr. Phillips said the Chamber has developed a Facebook page and they already have 100 fans.

## **CONSENT AGENDA:**

### **1. Approval of Minutes Of The Regular Meeting Of July 23, 2012**

### **2. Current Demands #30767 To # 30859**

A motion was made by Mr. Layton and seconded by Mr. Bradshaw to approve Consent Agenda items 1 and 2. The motion carried 5/0.

## **REPORTS OF OFFICERS, COMMISSIONS, COMMITTEES AND COMMUNIQUE:**

Mrs. Arce reported that they have received the conditional use permit and variance application from Keithly Williams Seeds. There will be a public hearing at the next Planning Commission meeting which will be held on August 20<sup>th</sup>.

Mr. Bradshaw reported there will be an ICTC meeting on August 22<sup>nd</sup>.

Mr. Brittsan said he was appointed as an alternate to the Airport Advisory Committee and there will be a meeting on Wednesday night.

Mr. Goodsell attended the Facility Use Permit meeting. He has also been attending the Prison Advisory Board monthly meetings and due to a conflict with his job he will no longer be able to do so, which leaves an open position on this board.

Mr. Layton attended a Project Review Committee meeting. Bus shelters, Keithly Williams Seeds and the Alamo River Trail were discussed. He also attended the ground breaking ceremony for Baja Tire Company.

Mr. DeLeon participated in the Back to School shopping event for children in need.

## **UNFINISHED BUSINESS:**

### **3. Discussion/Related Action To Revise The Facility Use Permit Guidelines – Alex Meyerhoff, City Manager**

A motion was made by Mrs. Ludwig and seconded by Mr. Goodsell to table this item until the next meeting. The motion carried 4/0 with Mr. Layton opposing. The Facility Use Permit Committee will meet again before the next meeting.

### **4. Discussion/Related Action To Enter Into An Intergovernmental Agreement With The City**

**Of Imperial For Building Plan Check And Inspection Services – Alex Meyerhoff, City Manager**

A motion was made by Mrs. Ludwig and seconded by Mr. Brittsan to table this item until the next meeting. All members present were in favor and the motion carried unanimously.

**5. Discussion/Related Action To Authorize Implementation Of Recommendations From The Animal Care Subcommittee – Alex Meyerhoff, City Manager**

A motion was made by Mrs. Ludwig and seconded by Mr. Bradshaw to authorize implementation of recommendations from the Animal Care Subcommittee. All members present were in favor and the motion carried unanimously.

**NEW BUSINESS:**

**6. Discussion/Related Action Related To Adopt RESOLUTION 12-44 Authorizing The City Manager To Execute A Certificate Of Acceptance Of Real Property From APN 045-610-001 For Right Of Way Along Grape Avenue – Justina Arce, City Planner**

This item was tabled until the next meeting.

**7. Discussion/Related Action Authorizing The City Engineer To Advertise Bids For The East SR115/5<sup>th</sup> Street Sidewalk Construction Project - Justina Arce, City Planner**

A motion was made by Mr. Bradshaw and seconded by Mrs. Ludwig authorizing the City Engineer to advertise bids for the East SR115/5<sup>th</sup> Street Sidewalk Construction Project. All members present were in favor and the motion carried unanimously.

**8. Discussion/Related Action Authorizing The City Engineer To Advertise Bids For The 9<sup>th</sup> Street Sidewalk And ½ Width Improvements Project Between Slayton And Beale - Justina Arce, City Planner**

A motion was made by Mr. Goodsell and seconded by Mr. Layton authorizing the City Engineer to advertise bids for the 9<sup>th</sup> Street Sidewalk and ½ Width Improvements Project between Slayton and Beale. All members present were in favor and the motion carried unanimously.

**9. Discussion/Related Action To Adopt RESOLUTION 12-49 Approving Alexander Meyerhoff As Authorized Agent For The 2009-2010 Planning And Technical Assistance General Allocation Grant Under The State CDBG Program – Nick Wells, Finance Manager**

A motion was made by Mr. Layton and seconded by Mr. Goodsell to adopt Resolution 12-49 approving Alexander Meyerhoff as authorized agent for the 2009-2010 Planning and Technical Assistance General Allocation Grant under the State CDBG Program. The motion carried 5/0 in the form of a roll call vote.

**10. PUBLIC HEARING – Discussion/Related Action To Adopt RESOLUTION 12-50 To Authorize The Closeout And Disencumbrance Of Grant #09-EDEF-6361 For The CDBG Business Assistance Loan Program– Justina Arce, City Planner**

Mr. Brittsan opened the public hearing at 7:26 p.m. Receiving no public comments from the audience the public hearing was closed at 7:27 p.m. A motion was made by Mr. Bradshaw and seconded by Mr. Goodsell to adopt Resolution 12-50 to authorize the closeout and disencumbrance of Grant #09-EDEF-6361 for the CDBG Business Assistance Loan Program. The motion carried 5/0 in the form of a roll call vote.

**11. Discussion/Related Action To Adopt RESOLUTION 12-51 Approving An Application Submission To Obtain Funding For The Acquisition Of An Abandoned Railway Right Of Way Under The Transportation Enhancement (TE) Program, Agreeing To Provide A Voluntary Local Match And Agreeing to Comply With Project Delivery Schedules And Timely Use Of Funds – Justina Arce, City Planner**

A motion was made by Mr. Bradshaw and seconded by Mr. Goodsell to adopt Resolution 12-51 approving an application submission to obtain funding for the acquisition of an abandoned railway right of way under the Transportation Enhancement (TE) Program, agreeing to provide a voluntary local match and agreeing to comply with project delivery schedules and timely use of funds. Direction was given to increase the local match to 20% from 11.47%. The motion carried 5/0 in the form of a roll call vote.

**12. Discussion/Related Action To Adopt RESOLUTION 12-52 Approving An Application Submission To Obtain Funding For West Entry Sign Project Phase II Enhancements Under The Transportation Enhancement Program, Agreeing To Provide A Voluntary Local Match And Agreeing to Comply With Project Delivery Schedules And Timely Use Of Funds – Justina Arce, City Planner**

A motion was made by Mrs. Ludwig and seconded by Mr. Layton to adopt Resolution 12-52 approving an application submission to obtain funding for West Entry Sign Project Phase II enhancements under the Transportation Enhancement Program, agreeing to provide a voluntary local match and agreeing to comply with project delivery schedules and timely use of funds. The motion carried 5/0 in the form of a roll call vote.

**13. Discussion/Related Action To Adopt RESOLUTION 12-53 Adopting A Utility Billing Assistance Program For Low-Income Senior Citizens – Nick Wells, Finance Manager**

A motion was made by Mr. Bradshaw and seconded by Mrs. Ludwig to adopt Resolution 12-53 adopting a Utility Billing Assistance Program for low-income senior citizens. The motion carried 5/0 in the form of a roll call vote.

**14. Discussion/Related Action To Award The Bid For The Golf Cart And Neighborhood Electric Vehicle Circulation Master Plan – Alex Meyerhoff, City Manager**

A motion was made by Mr. Goodsell and seconded by Mr. Layton to award the bid for the Golf Cart and Neighborhood Electric Vehicle Circulation Master Plan to Urban Crossroads in the amount of \$10,000. All members present were in favor and the motion carried unanimously.

**15. Discussion/Related Action To Consider A Facility Use Permit Fee Waiver Request – Alex Meyerhoff, City Manager**

A motion was made by Mr. Bradshaw and seconded by Mrs. Ludwig to consider a Facility Use Permit Fee Waiver Request. It was agreed upon that Holtville Pop Warner will pay the City \$25 per week from August 13, 2012 to November 16, 2012 to help offset the cost of field lights at Samaha Park. All members present were in favor and the motion carried unanimously.

**16. Discussion/Related Action To Authorize Emergency Repair For Collapsed Outfall Manhole At Kamm Road – Jack Holt, City Engineer**

A motion was made by Mr. Bradshaw and seconded by Mr. Goodsell to declare that an emergency exists and to authorize emergency repair for collapsed outfall manhole at Kamm Road to Andy Hoyt General Engineering, Inc. in an amount not to exceed \$4,600. All members present were in favor and the motion carried unanimously.

## **INFORMATION ONLY:**

### **17. Information Only Regarding Surplus Property Located At 640 E. Third Street #5 – Alex Meyerhoff, City Manager**

Direction was given to City Manager. Information only; no action taken.

### **18. Information Only Regarding Surplus Vehicle Sales – Alex Meyerhoff, City Manager**

Information only; no action taken.

### **19. City Manager Report – Alex Meyerhoff**

- a. Finance Manager – Nick Wells**
- b. Public Works Supervisor – Alex Chavez**
- c. Water Works Supervisor – Frank Cornejo**
- d. Police Chief – Manuel DeLeon**

### **Staff Reports**

Written reports were provided by the following: City Manager, Public Works Supervisor, Water Works Supervisor and Police Chief.

The City Manager reported there will be CERT Training offered in September. He also reported two new businesses have opened in Holtville, Virgin Mobile and Luna's Restaurant.

Mrs. Ludwig mentioned there was an article about the Alamo River Trail in the IV Press on Sunday.

Mr. DeLeon will be working with the Public Health Department regarding a Safe Route to Schools Program.

### **20. Information Only – Presentation On Construction Progress Of New Water Tank And UV System – Jack Holt, City Engineer**

This item will be presented at the next meeting.

## **ADJOURNMENT:**

There being no further business to come before Council, Mr. Brittsan adjourned the Regular Council meeting at 8:34 p.m.

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Jerry M. Brittsan, Mayor

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Glyn Snyder, City Clerk